



# COURSE CATALOGUE FOR INCOMING ERASMUS+ INTERNATIONAL CREDIT MOBILITY (ICM) STUDENTS

ADMINISTRATIVE DEPARTMENT

Professional Undergraduate

Administrative study

*EQF Level 6 –First Cycle ISCED (Bachelor Degree)*

*September 2025*

# CONTENT

ADMINISTRATION UNDERGRADUATE STUDY PROGRAM	1
ACADEMIC CALENDAR	2
CROATIAN HEI GRADING SYSTEM	3
<b>LIST OF COURSES AVAILABLE TO INCOMING STUDENTS IN ENGLISH</b>	<b>4</b>
<b>CONTACT INFORMATION</b>	<b>8</b>
<b>CLASS DESCRIPTION AND LEARNING OUTCOMES ON THE CLASS LEVEL</b>	<b>9</b>

## ADMINISTRATION UNDERGRADUATE STUDY PROGRAM

The Administrative department performs the Administrative studies undergraduate course with the goal of educating young people from eastern Croatia and attracting students from other areas to Vukovar with the goal of it becoming the educational centre of the County and this part of Croatia. Besides that, through the organization of a studying program for part-time students, numerous local officials in state and local government are able to improve their knowledge and competence, which in the results with a higher quality of life in our area and Croatia in general. The goal of the Administrative studies program is to provide to students an appropriate level of knowledge and skills that will enable them to successfully perform in related occupations. By finishing the program, students attain the title of Bachelor (baccalaureus/ baccalaurean) of Public Administration (bacc. admin. publ.) and are qualified to start their carriers and independently perform legal and administrative work in state, local and regional government offices, as well as other public bodies or private businesses.

Level: Undergraduate Professional Studies

Title awarded upon completion: Bachelor (baccalaureus/ baccalaurean) of Public Administration (bacc. admin. publ.)

Duration of the study programme: III Academic Year (6 semester)

Total ECTS credits: 180

1. [Link](#) for list of courses available per semester.
2. [Link](#) for Study program learning outcomes.

## ACADEMIC CALENDAR

Academic year: September current year – 30<sup>th</sup> September -next calendar year

## WINTER SEMESTER

Lectures	September 29– January 31
Winter Exams	February 2 - February 27
Additional exams	November 24 – December 5 – for earlier semester finished students
Christmas' holiday	December 22 – January 6

## SUMMER SEMESTER

Lectures	March 2 – June 12
Summer Exams	June 15 – July 17
Autumn Exams	August 24 – September 18
Additional exams	April 13 – April 24 – for earlier semester finished students
Dean's exam period	September – according rules
Easter holidays	April 5-6

Summer vacation: end of July – end of August

Please note that faculties are allowed to change/adjust the academic calendar according to their internal processes!

So consult also the faculty web page for more detailed information on this.

## National Holidays

January 1	New Year's Day
January 6	Three Kings Day
April 5 - 6	Easter Sunday and Monday
May 1	Labour Day
May 30	Statehood day
June 4	Corpus Christi
June 22	Anti-Fascist Struggle Day
August 5	Victory and Homeland Thanksgiving Day
August 15	Assumption of Mary
November 1	All Saints' Day
November 18	National Holiday - Remembrance Day for all victims of the Homeland War
December 25 -26	Christmas Day and St. Stephen's Day

## CROATIAN HEI GRADING SYSTEM

The Croatian national grading system consists of five grades with numerical equivalents, from highest to lowest grade as follows:

- Excellent (izvrstan) – 5
- Very good (vrlo dobar) – 4
- Good (dobar) – 3
- Sufficient (dovoljan) – 2 Note: minimum pass grade
- Fail (nedovoljan) – 1 Note: requires student to retake exam/resubmit work

Notification: Learning outcomes for Professional trainings courses are recorded as P – Passed (non-graded assessment).

**Croatian Higher Education System**  for more info.

## LIST OF COURSES AVAILABLE TO INCOMING STUDENTS IN ENGLISH

*Courses Offered in English for Incoming IMC Students:*

	Class name	Class Mode (T/I/P)*	ECTS credits	ISVU Code	Semester
1.	Introduction to law	T	6	238643	Autumn
2.	History of administration	T	3	238644	Autumn
3.	Political economy	T	3	238647	Autumn
4.	Basics of constitutional law I	T	5	238650	Autumn
5.	Administrative law - general part I	T	5	238654	Autumn
6.	Informatics of public administration with statistics	T	5	238659	Autumn
7.	Basics of civil law I	T	5	252003	Autumn
8.	Administrative procedural law I	T	5	252002	Autumn
9.	Organization and functioning of the public sector	T	6	74896	Autumn
10.	Programs and funds of the European Union	T	3	252004	Autumn
11.	Economic politics	T	3	74897	Autumn
12.	Financing public needs	T	5	252001	Autumn
13.	Basics of commercial law	T	6	267970	Autumn
14.	Public official law	T	4	267990	Autumn
15.	Environmental law	T	4	267992	Autumn
16.	Nomotehnics	T	3	267973	Autumn
17.	Communal administrative law	T	4	267991	Autumn
18.	Electronic administration	T	3	74913	Autumn
19.	Economics of public administration	T	3	267989	Autumn
20.	Military and police administrative law	T	3	74914	Autumn
21.	Land registry law	T	3	267993	Autumn
22.	Public purchase	T	3	267994	Autumn
23.	Foreign language I/III English I English III	I	3	80160 85969	Autumn

	German I German III			80161 85970	
24.	Basics of administration	T	6	74886	Spring
25.	Administrative law - general part II	T	5	238664	Spring
26.	Basics of European Union law	T	4	238669	Spring
27.	Basics of constitutional law II	T	5	238665	Spring
28.	Office business	T	4	74918	Spring
29.	Organization and working methods in administration	T	6	74900	Spring
30.	Basics of civil law II	T	5	252006	Spring
31.	Administrative procedural law II	T	4	252005	Spring
32.	Family law with registry office	T	3	252007	Spring
33.	Local self-government	T	6	252008	Spring
34.	Basics of labor and social law	T	6	267950	Spring
35.	Archive science	T	3	267952	Spring
36.	Taxation procedure and institutions	T	6	267953	Spring
37.	Ethics in public administration	T	3	267954	Spring
38.	Entrepreneurship and management in public administration	T	3	267966	Spring
39.	Financing communal economy	T	3	74921	Spring
40.	Project management	T	3	121476	Spring
41.	Foreign language II/IV English II English IV German II German IV	I	3	80162 85971 80163 85972	Spring
42.	Professional training I	P	3	238667	Spring
43.	Professional training II	P	3	252009	Spring
44.	Professional training III	P	3	267955	Spring

**\*Explanation of Teaching Methods for Long-Term Student Mobility  
(Studies)**

*(for use in the course catalogue from which Learning Agreement information is entered)*

---

**T – Theoretical Consultative (course delivered in English)**

- **Description:**  
Individual or group consultative teaching conducted in English, intended exclusively for incoming international students. Consultative lectures focus on providing explanations and guidance regarding theoretical content.
- **Content:**  
Primarily theoretical lectures and discussions with the professor, with the possibility of written and/or oral assignments.
- **Note:**  
No regular classes with local students. It is possible to choose courses offered in all semesters. The format and schedule are flexible and based on individual arrangements with the course instructor.

The mobility period may be shorter than the full semester (e.g., 3 months), but **must** include the **examination period**. Therefore, a later arrival than the official semester start is acceptable, but the student must stay through to the end of the semester, including exams.

### **I – Integrated (course taught in Croatian with additional explanation in English)**

- **Description:**  
Participation in regular classes with local students, taught in Croatian, with additional explanations provided in English when necessary. This includes academic lectures and exercises.
- **Content:**  
Theoretical lectures or a combination of lectures and practical exercises. Students may complete assignments and projects in English.
- **Note:**  
Classes are held according to the regular timetable during the semester in which the mobility takes place. A higher level of independence and readiness to follow content in Croatian is required, with support from the lecturer.
- **Language preparation:**  
Croatian – minimum recommended level: **A2**  
Language support is available online via EU Academy:  
[Learn Croatian with OLS](#)
- **Mobility duration:**  
Full semester – includes both teaching period and examination period.

### **P – Practical (practical training)**

- **Description:**  
Practical work or exercises only, such as laboratory work, professional placements,

or fieldwork.

May include: practical training, practical exercises and activities, work placement, or field practice.

- **Content:**  
Active participation in practical activities, with basic guidance provided in the agreed language (Croatian or English, as specified in the Learning Agreement). Placements may occur outside the institution, in partner organizations or external training facilities.
- **Format:**  
Offered as a structured programme or arranged individually upon request.
- **Note:**  
Practical work is carried out according to a previously agreed schedule. Communication with mentors, task execution, and reporting are conducted in English.
- **Mobility duration:**  
To be determined based on individual arrangements.

---

### **Important:**

All listed models represent different formats of teaching during mobility. However, **student workload (ECTS credits) and mobility duration** are fully aligned with **validated syllabi and official curricula**. This ensures that the structure and intensity of learning activities follow formal academic standards, enabling the transparent recognition of learning outcomes in line with **Erasmus+ and ECTS guidelines**.

## **CONTACT INFORMATION**

***ECTS COORDINATORS/The head of the department/ host***

Danijela Romić, PhD., college professor [danijela.romic@vevu.hr](mailto:danijela.romic@vevu.hr)

ECTS Coordinator – The person responsible for coordinating the SMS mobility program. This includes approving proposed SMS Mobility Plans for incoming students, as well as approving Learning Agreements and any course modifications during the mobility period.

***INCOMING TRAINEESHIP STUDENTS SUPERVISORS/host of the department***

Željka Vajda Halak, mag. iur., senior lecturer [zeljka.vajda@vevu.hr](mailto:zeljka.vajda@vevu.hr)

Supervisor – The person responsible for coordinating the SMT mobility program. This includes approving proposed SMT Mobility Plans for incoming students, as well as approving Learning Agreements and any traineeship modifications during the mobility period.

***LIST OF LECTURERS [LINK](#)***

**CLASS DESCRIPTION AND LEARNING OUTCOMES ON THE CLASS LEVEL**

**Course name**

Introduction to law

**Course contents**

1. Introductory lecture; Getting to know the content of the course
2. The state and the law of nations
3. Historical forms and distinction of states
4. Democracy and self-governments
5. State bodies and organization
6. International relations and organizations
7. Legislative, executive and judicial power
8. Rule of law or rule of law
9. Human rights and freedoms
10. Social norms
11. Concept and elements of legal norm
12. Sanctions, right and liability
13. Constitution; regulations and general normative acts
14. Legal system and legal affairs
15. Legal relationship; subjects and objects of legal relations

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Review basic legal terminology.
2. To compare countries according to different criteria.
3. Determine individual elements of state organizations.
4. Compare the elements of a legal relationship.
5. Analyze the basic types of legal interpretation.
6. Critically judge different types of argumentation in law.
7. Demonstrate collegiality and responsibility during cooperation in a team and individual work.

**Course name**

History of administration

**Course contents**

1. Introductory lecture
2. State structure and law of the Athenian state
3. Central government in feudal England
4. Sources of law in feudal England
5. England and its constitutional documents - parliamentary government in England
6. State structure of feudal Turkey
7. Jurisdiction and organization of the federal government in the United States of America
8. Declaration on the rights of man and citizen in 1789 in France
9. Napoleonic legislation
10. Restoration of constitutionality and the Parliament from 1861 in Croatia
11. Croatian-Hungarian settlement from 1868
12. Reforms in the period of Ban Ivan Mažuranić
13. Political framework of development from 1945 to 1990.
14. Political crisis and disintegration of SFRY

**Learning outcomes**

After successfully completing the course, students will be able to:

1. To analyze the substantive dimension of the influence of European administrative systems on administrative diversity in Croatian provinces, that is, countries.
2. Independently evaluate key sources in order to search for new solutions regarding administrative reforms, especially at the local level.
3. To judge whether the current administrative structure of the Republic of Croatia is compatible with the historical one.
4. Recommend directions for overcoming statist management models in the Republic of Croatia.
5. Enforce ethical norms, as well as the rules of teamwork in your work and living environment.
6. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Political economy

**Course contents**

1. Introductory lecture
2. On political economy
3. Production possibilities limit
4. Production forces
5. Economic process (Production)
6. Economic process (Distribution)
7. Economic process (Exchange, Consumption)
8. Human factor
9. Technological progress
10. Entrepreneurship
11. Organization and operation of the company
12. Measurement of business results
13. New economy

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Review the socio-economic conditions and frameworks of social economy.
2. Connect the basic elements of each stage of the economic process with their development.
3. Determine the role of population and technological progress in the economic process.
4. Discover the problems of economic organization.
5. Critically judge the national and international level of economic development achieved.
6. Demonstrate collegiality and responsibility during cooperation in a team and individual work.

**Course name**

Basics of constitutional law I

**Course contents**

**FUNDAMENTAL CONCEPTS**

1. Subject, methods and relationship between constitutional law and political science
2. Constitutional law as a branch of law and its sources
3. The Constitution as a fundamental source of constitutional law
4. Concept, properties, classification, adoption, revision
5. Concept and development of constitutional rule
6. Establishment of constitutional rule in the Republic of Croatia
7. Establishment of independence and sovereignty of the Republic of Croatia

**PROTECTION OF HUMAN RIGHTS AND FUNDAMENTAL FREEDOMS**

8. Historical developments, the development of the constitutional protection of the rights and freedoms of man and citizen
9. Personal freedoms and rights, political freedoms and rights, economic, social and cultural rights
10. International standards of human rights, protection of human rights and fundamental freedoms within the framework of the Council of Europe - European Convention for the Protection of Human Rights and Fundamental Freedoms
11. Human rights and fundamental freedoms in the Croatian constitutional system

**PRINCIPLE OF CONSTITUTIONALITY AND LEGALITY AND FORMS OF SUPERVISION**

12. European system of supervision of constitutionality and legality (Austria, Germany, France)
13. The American system of monitoring constitutionality and legality
14. Constitutional Court of the Republic of Croatia - election, organization and scope; Political influence of the Constitutional Court
15. Ombudsman

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Compare the basic concepts of constitutional law.
2. Judge the basic principles of constitutional law.
3. To present the concepts of sovereignty, division of power and compare them with the legal acquis of other countries.
4. Connect concepts and rules of human rights protection in modern society.
5. To review the forms of supervision of constitutionality and legality.
6. Demonstrate collegiality and responsibility during cooperation in a team and individual work.

**Course name**

Administrative law - general part I

**Course contents**

1. Introductory lecture, the problem of defining the concept of administration;
2. Defining and distinguishing the terms public legal body, public authority and public service;
3. Institutions, Public institutions;
4. Management contracts, Concessions;
5. Origin and development of administrative law and the science of administrative law;
6. Administrative legal relationship;
7. Principle of legality;
8. Modifying the principle of legality;
9. Legal sources of administrative law;
10. Sub-legal general normative acts;
11. Control over the administration, first part;
12. Control over the administration, part two;
13. State responsibility for damage (origin of the term, types of responsibility);
14. Liability of the state for damage in Croatian law

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Compare the basic concepts and institutes of administrative law.
2. Analyze the concept, role and significance of administrative law in the legal system.
3. To defend the position on the role of public service in realizing the guaranteed rights of citizens.
4. To determine possible cases of illegality in the work of public administration.
5. Compare the importance of different sources of administrative law.
6. Assess the effectiveness of control mechanisms over the administration's work.
7. Demonstrate collegiality and responsibility during cooperation in a team and individual work.

**Course name**

Informatics of public administration with statistics

**Course contents**

1. Public administration - information - informatics, data. Statistics. Definitions and contents.
2. Computer parts and circuits.
3. Computer networks, mobile devices.
4. Operating systems, similarities and differences, use in public administration.
5. Application solutions, advantages and disadvantages of open source, customized and commercial e-government management systems.
6. Digitization of public administration, costs and possibilities.
7. Right to information, GDPR and digital accessibility guidelines.
8. Data security and the role of ICT.
9. Statistics, history, development and today's application.
10. Types of statistics and methods of application, sets, graphical and tabular presentation of data,
11. Diversity / types of data, databases and their application in practice.
12. Spreadsheet calculators, advanced analysis (Excel, SPSS, Big Data).
13. Probability - types, probability function and distribution.

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Determine interdependencies and differences between informatics, public administration and statistics.
2. Choose the possibilities of using statistical methods in data processing.
3. Apply appropriate IT tools in statistical processing and display of results.
4. Assess the applicability of ICT solutions in public administration departments.
5. Analyze the current stage of establishment of e-government in a narrower sense.
6. Show responsibility and encourage synergy during cooperation in a team and individual work.

**Course name**

English language I

**Course contents**

1. Introductory lecture
2. What does Law mean?
3. Sources and Varieties of English Law?
4. Statute Law in Britain.
5. The British Judiciary.
6. The Doctrine of Precedent.
7. The Legal Profession in England.
8. Talking to a Barrister.
9. Legal Aid.
10. A day in a Civil Court.
11. The Tenses (Present simple, Present continuous, Past simple Past continuous)
12. The tenses (Present Perfect, Past Perfect, Future simple)

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Critically judge language knowledge and skills (understanding, listening, speaking and writing).
2. Present the ability to think by drawing conclusions and formulating a personal opinion in English as a foreign language.
3. Evaluate professional terminology in speech and writing (communication skills).
4. Lead and formulate verbal presentations and professional dialogues in English.
5. To rank basic English grammar and syntax in the profession.
6. Independently judge professional literature in English.
7. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

German language I

**Course contents**

Processing of professional texts and legal terminology within the framework of the texts Das Recht als System von Rechtsnormen, Juristenausbildung und juristische Berufe in Deutschland, Verfassungsrechtliche Grundlagen der Republik Kroatien.

The rules of the order of words in sentences, the place of verbs in the main and dependent sentences, the declensions of adjectives and participles in the service of attributes, and the creation and use of extended participles are learned.

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Compare professional legal text with that in general language.
2. Choose the correct professional legal terminology in spoken and written communication.
3. Critically judge legal texts by answering questions, translating and retelling.
4. Valorize the grammatical and lexical structures typical for the German language of the legal profession from the German and Croatian legal systems, the education of lawyers and legal professions in the Federal Republic of Germany and the Republic of Croatia, the constitutional foundations of the Federal Republic of Germany and the Republic of Croatia.
5. Compare professional legal texts.
6. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Basics of administration

**Course contents**

1. Introductory lecture
2. Subject, structure and methods of administrative science, development of the study of administrations
3. The role of management in society
4. Administration as a human activity
5. People in administration I
6. People in administration II
7. Material resources of administration
8. Planning in administration
9. Leadership in administration
10. Communications in administration
11. Procedures and supervision in the administration
12. Relationship between citizens and administration
13. Administration in Croatia and large administrative systems
14. Administrative reforms and modernization of public administration
15. Europeanization of national administrations

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Review the role of management in society.
2. Determine the fundamental issues of public administration.
3. Review the relations between citizens and the administration.
4. Critically judge administrative reforms and modernization of public administration.
5. To judge the process of Europeanization of national administrations.
6. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Administrative law - general part II

**Course contents**

1. Introductory lecture, State registers;
2. Personal name, National ID number;
3. Personal identification number; ID card;
4. Travel documents, Residence and residency of citizens;
5. Citizenship;
6. Administrative act – introductory part;
7. Types of administrative acts;
8. Form and content of the administrative act, Time effect of the administrative act;
9. Obligation of the administrative act, Execution;
10. Validity of the administrative act, Wrong administrative acts;
11. Administrative law with respect to things: definition, types of public goods;
12. Administrative law with regard to things: management of public good, creation and termination of public good, Use of public good;
13. Administrative legal restrictions on ownership - introductory part;
14. Expropriation: stages of implementation of the expropriation procedure;
15. Expropriation: contested issues of procedure and institute.

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Assess the role of state administration bodies in regulating the status issues of citizens.
2. Determine the differences between certain types of administrative acts.
3. Analyze the basic elements of the administrative act.
4. Predict the legal consequences of wrong administrative acts.
5. Compare the content of the term public good with other goods.
6. Comment on the significance of the expropriation institute, its controversial issues and the implementation procedure.
7. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Basics of constitutional law II

**Course contents**

**FOUNDATIONS OF STATE AUTHORITY**

1. Origin and development of theories about national sovereignty; Representative government; Forms of direct decision-making

**ELECTORAL SYSTEM - FUNDAMENTAL PRINCIPLES AND INSTITUTIONS OF ELECTORAL LAW**

2. The concept of electoral system; Active and passive right to vote; Equal and unequal suffrage;  
3. Determination of election results

**CROATIAN ELECTION SYSTEM**

4. Basic principles and institutions of the Croatian electoral system

5. Election of the President of the Republic

6. Election of representatives to the Croatian Parliament

7. Election of representatives in representative bodies of local and regional (regional) self-government units

**FUNDAMENTAL ISSUES OF STATE GOVERNMENT ORGANIZATION**

8. Representative bodies - structure, organization, functions; Organization and functions of executive power; Organization and operation of the judicial authority

**THE PRINCIPLE OF THE DIVISION AND THE PRINCIPLE OF THE UNITY OF AUTHORITY AND THE FORMS OF THEIR APPLICATION;**

9. Organization and division of power

10. Organization of government in the Republic of Croatia

**COMPLEX STATES AND STATE COMMUNITIES**

11. Overview of historical development; Modern federalist theory; Differentiation between confederation and federation

**EUROPEAN UNION**

12. Historical origin and spreading process; Acquis communautaire; Harmonization of Croatian legislation with the acquis communautaire

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Connect the basic concepts of the foundation of state power.
2. Critically evaluate the electoral system of the Republic of Croatia and compare it with other electoral systems of democratic states.
3. Valorize the acquired knowledge about the structure of government on concrete examples.
4. Determine the principles of division and unity of power.
5. Compare the Croatian and European legal systems.
6. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Basics of European Union law

**Course contents**

1. History of the European Union - the origin and development of the European Union
2. Sources of European Union law
3. Basic principles of functioning of the European Union
4. Institutions of the European Union; organization and competences
5. Common policies of the European Union
6. The European Union and human rights
7. European Union enlargement policy
8. Adaptation process of public administration and negotiation for membership
9. Obligations of EU member states and public administration
10. Europeanization of national administrations and European governance
11. Single European area - harmonization of national rights
12. Obligation to harmonize national law with European Union law

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Determine the historical roots of the development of the European Union.
2. Review the structure and institutions of the European Union.
3. Evaluate the criteria for accession to the European Union and the components of the pre-accession strategy.
4. To judge the relationship between the law of the Republic of Croatia and the law of the European Union.
5. Analyze the impact of membership in the European Union on the public administration of the Republic of Croatia.
6. Demonstrate collegiality and responsibility during cooperation in a team and individual work.

**Course name**

Office business

**Course contents**

1. Introductory lecture
2. General provisions and basic concepts of office business
3. Management of letters in office business
4. Writing letters
5. Types of records
6. Determining the numerical designation of the letter
7. Delivery of written work
8. Administrative and technical processing of acts
9. Dispatch of acts
10. Placing items in the file cabinet and keeping them
11. Seals, brands and stamps
12. Administrative fees
13. Inscription plate and header of acts
14. Written - drafting and formatting submissions and acts in administrative and non-administrative proceedings
15. Notification and delivery in administrative proceedings

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Sort and arrange the letters.
2. Determine the numerical markings of letters.
3. Manage correspondence in office business.
4. Independently compile and format submissions and documents.
5. Create professional written and oral communication with clients.
6. Organize office operations in public administration.
7. Develop written and oral competence through the application of acquired knowledge.
8. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

English language II

**Course contents**

1. Introductory lecture
2. A day in a Criminal Court
3. Civil Procedure
4. The Significance of a Constitution and Constitutionality in a Democratic Society
5. The European Court of Human Rights
6. The Nature and Sources of American Federalism
7. The American Presidency
8. The Supreme Court of the United States
9. The Passive Voice
10. Adjectives
11. Nouns
12. Irregular Verbs

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Critically judge more advanced language knowledge and skills (understanding, listening, speaking and writing).
2. Present the ability to think by drawing conclusions and formulating a personal opinion in English as a foreign language.
3. Evaluate professional terminology in speech and writing (communication skills).
4. Lead and formulate verbal presentations and professional dialogues in English.
5. To compare more advanced forms of English grammar and syntax in legal language.
6. Independently judge professional literature in English.
7. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

German language II

**Course contents**

Processing of professional texts and legal terminology within the framework of the texts Die Bundesrepublik Deutschland als föderativer Staat, Die Grundrechte im deutschen Grundgesetz, Die Europäische Menschenrechtskonvention.

The rules for creating and using Zustands- und Vorgangpassives, object sentences, the construction "sein+zu+Infinitive" and modal verbs with active and passive infinitives are introduced.

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Distinguish professional legal text from that in general language.
2. Apply learned professional terminology in spoken and written communication.
3. Prove understanding of legal texts by answering questions, translating and retelling.
4. To adopt and know how to correctly apply grammatical and lexical structures typical for the German language of the legal profession in the area of the structure of government in the Federal Republic of Germany, fundamental rights and the system of legal protection.
5. Independently analyze the professional text to find key words and write a summary of the text.
6. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Professional training I

**Course contents**

The task of professional practice is for students to apply the knowledge acquired during their studies in a specific administrative body (state, county, city or municipality) as well as in public companies and public institutions, and to acquire additional knowledge and skills by working on specific problems in the same bodies. The student internship will also enable the students to: The preparation of the professional internship is carried out by the student before the start of the internship according to a special assignment. Preparations are made in cooperation with the teacher, the necessary data are recorded in a certain administrative body, public company or public institution, a professional practice plan is drawn up, an assignment is made, given data is processed, and a review of the achieved results is given.

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Review the knowledge acquired from general and professional study subjects in your practical work.
2. Evaluate the structure, hierarchy and basic business processes in the body in which he practices.
3. Support the application of acquired business communication skills.
4. Demonstrate collegiality and responsibility during cooperation in team and individual work.
5. Write a Journal of professional practice.

**Course name**

Financing public needs

**Course contents**

1. Public revenues - concept, types, development
2. Taxes - term, tax terminology
3. Purpose and objectives of taxation
4. Tax system, tax monism, tax pluralism
5. Types of taxes and development
6. Basic principles of taxation,
7. Theories on the justification of tax collection
8. Effects of taxation
9. Contributions
10. Fees; principles, billing, types
11. Public expenditures; concept, types, principles, structure
12. Public loan; State borrowing - public debt
13. Budgetary and extra budgetary financing of public expenditures - concept of budget, principles, types
14. Budget process, budget control, budget reserve

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Analyze the basic concepts and institutes of the system of public revenues and expenditures in modern countries and its legal arrangement.
2. Judge the applicability of general principles of tax law to the system of financing public needs.
3. Evaluate and connect phenomena related to the collection of public revenues and the determination of public expenditures.
4. To judge the relationship between individual basic institutes of financial law.
5. Determine the applicability of legal norms of financial law on practical examples related to the financing of public needs.
6. Determine phenomena related to the budget cycle.
7. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Administrative procedural law I

**Course contents**

1. Concept, definition and types of administrative procedure. Principles of administrative procedure.
2. Jurisdiction and exemption in administrative proceedings.
3. Party in administrative proceedings. Types and content of representation in administrative proceedings.
4. Initiation and management of administrative proceedings. Immediate resolution and implementation of the examination procedure.
5. Evidence in administrative proceedings. Material and personal evidence.
6. Submission of submissions.
7. Types of decisions in the administrative procedure. Solving administrative matters. Types of solutions in the administrative procedure.
8. Deadlines and return to the previous state.
9. Concept and types of legal remedies in administrative proceedings. Powers of the first-instance and second-instance body on appeal. Submitting an objection. Conditions, reasons and method of submitting extraordinary legal remedies in administrative proceedings.
10. Enforcement in administrative proceedings. Other administrative acts.
11. Concept of administrative contracts. Nullity and termination of administrative contracts.
12. Costs of the administrative procedure.
13. The concept of European administrative procedure.
14. Basic European principles of administrative procedure.
15. The right to good administration.

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Explain the purpose and types of administrative proceedings and the organization of public law bodies,
2. Distinguish the criteria for determining jurisdiction in administrative proceedings and general from special administrative proceedings (examples),
3. Compare and explain the importance and role of parties and representation in administrative proceedings,
4. Explain all the actions that need to be carried out during the implementation and completion of administrative procedures,
5. Conduct the administrative procedure applying the appropriate substantive legal and procedural provisions and manage the conduct of all types of administrative procedures in the 1st degree,
6. Choose the appropriate type of legal remedy according to the Law on General Administrative Procedure and draw up submissions in the administrative procedure and drafts of administrative acts,
7. Analyze and correctly interpret certain legal provisions for the corresponding special administrative areas and institutes and administrative practice.
8. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Basics of civil law I

**Course contents**

1. GENERAL PART OF CIVIL LAW: Concept of civil law; Introduction; Sources of civil law;
2. GENERAL PART OF CIVIL LAW: Civil law relationship; Subjects of civil law relationship;
3. GENERAL PART OF CIVIL LAW: Civil law in the subjective sense;
4. GENERAL PART OF CIVIL LAW: Objects of civil relations
5. GENERAL PART OF CIVIL LAW: Legal business
6. GENERAL PART OF CIVIL LAW: Acquisition and loss of rights
7. OBLIGATORY LAW: Introduction, Concept and types of obligations, Concept and conclusion of contract
8. MANDATORY LAW: Strengthening the mandatory legal relationship
9. MANDATORY LAW: Changes in the mandatory legal relationship
10. MANDATORY LAW: Termination of the mandatory legal relationship
11. MANDATORY LAW: Contracts on the transfer of things and rights
12. MANDATORY LAW: Agreements on the use and use of things
13. GOVERNING LAW: Service Agreements
14. MANDATORY LAW: Liability for damage
15. MANDATORY LAW: Acquisition without basis, Management without warrant

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Evaluate the position of civil law in relation to other branches of law.
2. To judge the relationship between individual basic institutes of civil law.
3. Analyze the basic concepts and institutes of compulsory law.
4. Determine the applicability of legal norms of civil law on practical examples.
5. Independently draw up basic civil law contracts.
6. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Organization and functioning of the public sector

**Course contents**

1. Introductory lecture, The emergence of the public sector, Defining the public sector;
2. Characteristics of the public sector, Public sector as a system;
3. Legal regulation and types of activities in the public sector, Entities in the public sector;
4. Organizational forms of legal entities in the public sector, Institutions;
5. Agencies, Trading Companies, Institutions;
6. Administrations and Directorates, Funds, Foundations, Associations;
7. Relations between entities in the public sector, relations between sectors;
8. The role of the state in the operation of public sector institutions;
9. Service providers in public sector activities, Volunteering;
10. Users of services in the public sector;
11. Public powers in public sector activities, Activities in the public sector of interest to the Republic of Croatia;
12. The right to access information in the public sector;
13. Concessions in public sector activities;
14. Supervision of the work of institutions in public sector activities;
15. Financing of institutions in public sector activities, Private entrepreneurship in public sector activities.

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Demarcate the content of the term "public sector" and its individual manifestations from the system of state administration and the private sector.
2. Determine the modalities of organizational forms in the public sector.
3. Analyze possible ways of providing services in the public sector.
4. Anticipate situations of potential emergence of unethical behavior (conflict of interest, disregard for the principle of publicity).
5. Critically judge the motives for volunteering and amateur activities within the public sector.
6. Compare different types of supervision over the work of entities in the public sector.
7. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Programs and funds of the European Union

**Course contents**

1. Introduction to EU funds
2. Budget of the European Union
3. EU funding sources
4. Strategies of the European Union
5. Cohesion or regional policy
6. Common agricultural policy of the EU
7. Rural development policy
8. Pre-accession assistance programs
9. Project cycle management
10. Tenders and tender documentation
11. Project preparation
12. Examples of successful projects

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Review strategic documents relevant to the design and preparation of project proposals.
2. To recommend a potential EU tender for financing the project idea.
3. Prepare the project summary and the necessary tender documentation.
4. Compare examples of successful projects financed from EU funds.
5. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Economic polics

**Course contents**

1. Introductory lecture
2. Economic issues
3. Standard of living
4. Natural factors
5. Demographic factors
6. Produced social wealth, Economic relations with foreign countries, Socio-economic order
7. Objectives of economic policy
8. Holders of economic policy
9. Instruments of economic policy (Fiscal policy)
10. Instruments of economic policy (Monetary policy)
11. Instruments of economic policy (Income Policy and International Exchange Policy)
12. Economic policy of the Republic of Croatia
13. Economic policy of the European Union

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Interpret basic economic and macroeconomic concepts as well as basic (macro) economic laws and trends.
2. Critically assess economic policy in the Croatian economy.
3. Review the goals and instruments of economic policy.
4. To compare the economic policy of the EU and its influence on the economic policy of the Republic of Croatia.
5. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

English language III

**Course contents**

1. Introduction
2. The Case Method of Law Teaching
3. Crime
4. Death and the Law
5. The Death Penalty
6. Marriage
7. Divorce
8. Contract
9. Negligence
10. Conditionals
11. Adverbs
12. Prepositions

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Critically judge more advanced language knowledge and skills (understanding, listening, speaking and writing).
2. Present the ability to think by drawing conclusions and formulating a personal opinion in English as a foreign language.
3. Evaluate professional terminology in speech and writing (communication skills).
4. Lead and formulate verbal presentations and professional dialogues in English.
5. To compare more advanced forms of English grammar and syntax in legal language.
6. Independently judge professional literature in English.
7. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

German language III

**Course contents**

Processing of professional texts and legal terminology within the framework of the texts Die rechtsprechende Gewalt in Deutschland, Die ordentliche Gerichtsbarkeit nach deutschem Recht, Das Strafverfahren bis zur Verkündung des Urteils in erster Instanz.

The rules of verb rection, the use and function of prepositions and the formation of words in the German language are introduced, with an emphasis on the forms typical of the language of the profession.

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Compare the professional legal text with the one in general language
2. Choose the correct professional legal terminology in spoken and written communication
3. Critically judge legal texts by answering questions, translating and retelling
4. To valorize the grammatical and lexical structures typical for the German language of the legal profession in the area of the German and Croatian legal systems, the education of lawyers and legal professions in the Federal Republic of Germany and the Republic of Croatia, the constitutional foundations of the Federal Republic of Germany and the Republic of Croatia
5. Compare professional legal texts
6. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Organization and working methods in administration

**Course contents**

1. Introductory lecture, introduction to organization theory;
2. Organization and its essential elements (goal, people and structure);
3. Organizational culture, Peculiarities of administrative organizations;
4. The role of the state in society, Tasks of administration throughout history;
5. New tendencies in administration (general part);
6. Concrete reform methods;
7. Good Governance;
8. Reforms in Croatia, first part;
9. Reforms in Croatia, second part;
10. People in the administration;
11. Executive administrative function, Government of the Republic of Croatia;
12. State administration system in the Republic of Croatia (terms, hierarchy, state administration bodies);
13. Jobs of state administration;
14. Relationship between administration and citizens;
15. Administration in a broader sense (public bodies, agencies).

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Compare different organizational theories, organizational cultures and organizational structures.
2. Distinguish between the fundamental features of the concept of New Public Management and the concept of the Neo-Weberian state.
3. To judge the effects of individual reform models on the work of the administration.
4. Differentiate certain categories of people in the state administration and their social role.
5. To evaluate the relations between subjects in the public administration system and their connection with the political dimension of administration.
6. Classify state administration bodies, their internal structure and their jobs.
7. Evaluate the acceptance of European principles in the state administration system and the state administration's attitude towards citizens.
8. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Administrative procedural law II

**Course contents**

1. Concept and purpose of administrative dispute. Principles of administrative dispute.
2. The subject of the administrative dispute. Exceptions to conducting an administrative dispute.
3. Models of judicial supervision over administration. Types of administrative disputes in theory.
4. Jurisdiction and composition of administrative courts and the High Administrative Court of the Republic of Croatia.
5. Party and representation in an administrative dispute. Disqualification of the judge.
6. Initiating a first-instance administrative dispute. Lawsuit (assessment of assumptions, parts, deadlines, deferred effect, delivery). Example of a lawsuit (submissions).
7. Proceedings of the court on the claim. Oral argument and exceptions.
8. Actions in an administrative dispute. Evidence in an administrative dispute. Delivery in an administrative dispute.
9. Types of court decisions in administrative disputes. Validity of the judgment. Examples and analysis of court decisions.
10. Trial dispute. Return to the previous state. Termination and suspension of the dispute.
11. Concept and types of legal remedies in an administrative dispute.
12. Appeal in an administrative dispute. Examples and analysis of selected appeal cases. Renewal of dispute.
13. Request for an extraordinary review of the legality of the final judgment. The role of the DORH and the Supreme Court of the Republic of Croatia.
14. Costs of an administrative dispute. Enforcement of court decisions in an administrative dispute.
15. Assessment of the legality of general acts. Examples and analysis of selected subjects (VUS decision). Court settlement.

**Learning outcomes**

After successfully completing the course, students will be able to:

1. To explain the structure of administrative adjudication and to critically assess the types of judicial supervision over the administration in the Republic of Croatia and to analyze the advantages and disadvantages of each model.
2. Differentiate the principles of administrative dispute and connect them with procedural legal institutes and legal instruments of administrative adjudication.
3. Compare and explain the significance of the procedural actions of the parties and the court in an administrative dispute.
4. Explain the procedural actions that need to be implemented during the implementation and resolution of administrative disputes.
5. Define and explain the legal arrangement of administrative-judicial protection with an emphasis on legal remedies (mechanisms of legal protection).
6. Prepare a lawsuit and drafts of court decisions.
7. Analyze and correctly interpret certain legal provisions for the corresponding legal institutes of administrative disputes and court practice.
8. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Basics of civil law II

**Course contents**

1. REAL LAW: Introduction; Possession, part 1
2. REAL RIGHTS: Possession, part 2
3. REAL RIGHTS: Right of ownership - concept, content, limitations
4. REAL RIGHTS: Co-ownership
5. REAL RIGHTS: Condominium ownership
6. REAL RIGHTS: Protection of ownership rights
7. REAL LAW: Land registers
8. REAL RIGHTS: Real rights on someone else's property - Lien
9. REAL RIGHTS: Real rights on someone else's property - Right of easement
10. REAL RIGHTS: Real rights on someone else's property - Right of easement and right of construction
11. INHERITANCE LAW: Introduction to inheritance law;
12. RIGHT OF INHERITANCE: Legal right of inheritance
13. RIGHT OF INHERITANCE: Testamentary right of inheritance;
14. RIGHT OF INHERITANCE: Necessary right of inheritance;
15. RIGHT OF INHERITANCE: Probate procedure

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Analyze the basic concepts and institutes of real and hereditary law.
2. To judge the applicability of general principles of civil law to the system of real and hereditary law.
3. Recommend ways of legal protection due to violation of real rights.
4. To determine the applicability of legal norms of real and hereditary law on practical examples.
5. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Family law with registry office

**Course contents**

1. Marriage law: concept of marriage, prerequisites for marriage
2. Marriage law: entering into civil marriage, entering into religious marriage, personal rights and duties of spouses
3. Matrimonial law: termination of marriage, mandatory counseling and mediation
4. Legal relationship between parent and child: establishing and contesting motherhood and paternity
5. The rights of the child and the legal relationship between parents and children
6. Measures to protect the rights and well-being of the child
7. Extramarital union. Same-sex communities.
8. Adoption: prerequisites for establishing adoption, rights and duties of the adopter
9. Adoption: procedure for establishing adoption, procedure for assessing eligibility and suitability for adoption
10. Custody: custody of children, custody of adults
11. Custody: special custody, jurisdiction and procedure
12. Maintenance
13. Property relations of spouses
14. Registry: concept and types of state registries, keeping registries and entering data

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Compare the basic institutes of family law.
2. To connect the importance and relationships between institutes of family law.
3. Evaluate the importance of state registries.
4. Independently propose solutions to simple problems in the field of family law.
5. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Local self-government

**Course contents**

1. Introductory lecture - State and society; Integration and differentiation processes; Organization of government
2. Basic concepts of local self-government; Historical comparative view
3. European Charter on Local Self-Government
4. Local and regional (regional) self-government - legislative framework
5. System of local self-government - Human capacities; The significance of capacity building for the exercise of authority
6. Functions of local self-government
7. Financing of local and regional self-government units
8. Election of members of representative bodies of local and regional self-government units
9. Election of the executive body of self-government units
10. Methodology of work in local self-government
11. Office operations
12. Protection of the right to local and regional self-government
13. Region and regionalization
14. Performing communal activities
15. Rules of behavior in the local community - communal order

**Learning outcomes**

After successfully completing the course, students will be able to:

1. To analyze the basic concepts and principles on which the system of local and regional (regional) self-government in the Republic of Croatia is based.
2. Evaluate the basic concepts of local self-government in a comparative perspective.
3. To comment on the positive legal regulation of local self-government in the Republic of Croatia.
4. Assess the structure, organization and functions of administrative, executive and representative bodies in self-government units in the Republic of Croatia.
5. Critically assess the functioning of local self-government in the Republic of Croatia.
6. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

English language IV

**Course contents**

1. Introductory lecture
2. Wills and Inheritance
3. The Legal Character of International Law Statute Law in Britain.
4. The Charter of the United Nations
5. The European court of Justice
6. Conflict of Laws
7. Types of English Civil Law
8. Economic, Social and Cultural Rights
9. Forms of Business Organization in the United States
10. Judicial Control of Public Authorities
11. Reported Speech
12. Articles

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Critically judge language knowledge and skills (understanding, listening, speaking and writing).
2. Present the ability to think by drawing conclusions and formulating a personal opinion in English as a foreign language.
3. Evaluate professional terminology in speech and writing (communication skills).
4. Lead and formulate verbal presentations and professional dialogues in English.
5. To rank basic English grammar and syntax in the profession.
6. Independently judge professional literature in English.
7. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

German language IV

**Course contents**

Processing of professional texts and legal terminology within the texts Eine österreichische Anklageschrift, Grundsätzliche über das schweizerische Strafrecht, Strafdelikte im Internet. More complex grammatical structures and the use of modal verbs in the subjunctive preterite and plusquamperfect are introduced. Prepositions with the genitive case specific to the German language of the legal profession are practiced, as well as substitute structures for the passive and instrumental and relative clauses.

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Critically judge types of professional legal texts.
2. Choose professional terminology in spoken and written communication.
3. Valorize legal texts by answering questions, translating and retelling.
4. Choose grammatical and lexical structures typical for the German language of the legal profession in the field of criminal and criminal procedural law.
5. Evaluate German legal texts.
6. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Professional training II

**Course contents**

The professional practice program in this course continues from Professional Practice I. The goal of this practice cycle is to get to know in more detail the organizational structure of the institution where they perform professional practice, methods of dealing with parties, and procedures for drafting and adopting legal regulations. Students, under the guidance of the appointed mentor, become familiar with the administrative procedure, the acts that are passed at the end of the administrative procedure, the procedures for passing general and special administrative and non-administrative acts, the official system, the rights and obligations of officials and employees. In addition, during their stay at the chosen institution, students are instructed in more detail in working with acts and files, office operations and business communication. During professional practice, students are given work tasks that they must complete, and with which they acquire skills that qualify them for direct involvement in work processes.

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Determine the process of drafting official letters and other acts.
2. Present acquired business communication skills.
3. Review the problems and master the methods of searching for solutions and choosing the most favourable solution.
4. Confirm public speaking skills and communication skills in a virtual environment.
5. Demonstrate collegiality and responsibility during cooperation in team and individual work.
6. Write a Journal of professional practice.

**Course name**

Basics of commercial law

**Course contents**

1. Introductory lecture; European company law; Freedom of business establishment; Regulatory competition
2. Company law - concept and sources; Trading company - definition and division
3. Trading company as a trader
4. Pre-company; Branch office; representation
5. Court register
6. Company
7. Representation
8. Company of persons, Partnership
9. Capital companies
10. Commercial contract law - concept and sources
11. Types of obligations
12. Types of contracts
13. Fulfillment of obligations
14. Means for strengthening the contract
15. Special trading contracts

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Analyze the basic concepts and institutes of company law and contract law.
2. Assess the applicability of European general principles to the system of establishment of a commercial company, branch office and representative office.
3. Evaluate the position of commercial law in relation to other branches of law.
4. To judge the relationship between individual subjects of commercial law.
5. Determine the applicability of legal norms of commercial law on practical examples.
6. Independently draw up basic commercial contracts.
7. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Nomotechnics

**Course contents**

1. The concept of normative activity
2. The task of the science of drafting legal regulations
3. The concept of the science of drafting legal regulations
4. The subject of the science of drafting legal regulations and its relationship to the branches of substantive law
5. Method of science on drafting legal regulations
6. Preparation, adoption, publication, application of regulations
7. European constitution, European law, European framework law, European regulation, European decision
8. Regulations and general acts in the Croatian legal system
9. Hierarchy of legal regulations
10. Assumptions for the adoption and creation of legal regulations and the plan of normative activities
11. Principles for drafting legal regulations
12. Preparation of the final text of the legal regulation
13. Amendments to legal regulations
14. Condensed text of the legal regulation and corrections to the legal regulation
15. Interpretation of legal regulations

**Learning outcomes**

After successfully completing the course, students will be able to:

1. To compare the basic concepts of nomotechnics as a science of drafting legal regulations.
2. Analyze legal acts of the Croatian and European legal systems.
3. Compile a simpler specific general or individual legal act.
4. Compare the aspects of drafting and passing legal regulations within the framework of Croatian legislation.
5. Choose the correct way of interpreting legal acts.
6. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Economics of public administration

**Course contents**

1. Introduction to the course and a detailed lesson plan.
2. General questions about the economy and public administration
3. Economic indicators in public administration
4. Organization and management
5. The role of public administration in providing public services. Possibilities of applying market mechanisms in public administration
6. Financing of public administration. Fiscal processes between the central government and local communities
7. Taxes and other public duties
8. The role of public administration in encouraging entrepreneurship. The development function of local and regional self-government
9. Public investments
10. Accounting function in public administration
11. Economics of work in public administration
12. Costs in public administration
13. Non-profit marketing in public administration
14. Administrative reforms of managerial type - economically oriented public administration reforms
15. Recommendations of the European Union and the World Bank for assessing the performance of public administration

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Distinguish the basic assumptions about the economy and public administration and economic indicators in public administration.
2. Determine the role of public administration in the provision of public services and the possibility of applying market mechanisms and marketing in public administration.
3. Determine financing, taxes and other public benefits, accounting function and costs in public administration and fiscal processes between the central government and local communities.
4. Judge the organization, management and economics of work in public administration.
5. Analyze the role of public administration in encouraging entrepreneurship and public investments.
6. Review the economically oriented reforms of public administration and the recommendations of the European Union and the World Bank for evaluating the performance of public administration.
7. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Public official law

**Course contents**

1. Familiarization with student obligations and legal sources
2. Concept of civil servants and employees, officials and public service
3. History of official law
4. Admission to service, rights and duties
5. Behavior and work of officials
6. Termination of service
7. Liability of officials
8. Official courts - composition
9. Official courts - procedure
10. Management in the civil service
11. Code of ethics for civil servants
12. European standards of official law

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Determine the legal sources of official law.
2. Review the differences in status between state and local civil servants and employees and civil servants.
3. Assess the responsibility of the official.
4. To reconsider the role of the official court.
5. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Ethics in public administration

**Course contents**

1. Introductory lecture
2. Business ethics and business performance
3. Business and management system through the implementation of business ethics
4. Environmental ethics and cases of environmental disasters
5. Virtues in business ethics
6. Principles in business ethics
7. Business and human rights
8. Etiquette in business ethics
9. Development of the concept of socially responsible business
10. Principles and content of the code of ethics in regional and local self-government units
11. Ethics commission, rights and obligations of the ethics commissioner
12. Empathy, subsidiarity and social solidarity as the basis for successful business

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Judge the elements of both good and bad business and management in an individual company.
2. Independently compile a sample copy of the code of ethics.
3. Analyze on a concrete example the existence of virtues in entities that promote socially responsible business.
4. Show collegiality and solidarity in teamwork, which is a requirement for successful business today.
5. Judge the facts about respect for human rights, both at the micro and macro level.
6. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Electronic administration

**Course contents**

1. Information technology in public administration. Definitions and content.
2. System / collection and development of e-government.
3. Digitization of public administration - potentials and challenges, assumptions and possibilities. Information and communication technology costs.
4. Stages of building a public administration business system. Computer system components and subsystems. Teamwork, technology and people, organization and communication.
5. Information systems. Data organization and management. Files. Database.
6. Information and communication technology in the role of information mediator for all users of public administration services.
7. Analysis of the current state of e-government in the Republic of Croatia (eCitizen and associated services).
8. Types of computer systems. Remote connection of different business locations, network types and structures.
9. Network (web) solutions, pages and applications.
10. Security aspects of ICT use.
11. Blockchain and application in public administration. Further development possibilities and world trends.

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Evaluate the currently available information and communication infrastructure in relation to the desired outcome of the service for users.
2. To determine the current stage of the establishment of e-government, i.e. the application of ICT solutions in the public administration system.
3. Evaluate the web site of electronic administration based on technical parameters.
4. Choose the possibilities of using cloud applications for the public administration environment.
5. Show responsibility during cooperation in team and individual work.

**Course name**

Environmental law

**Course contents**

1. Introductory lecture
2. Introduction to environmental law
3. Environmental issues
4. Theories about environmental protection
5. Principles of environmental law
6. Environmental law in the Republic of Croatia
7. Civil protection of the environment
8. Criminal environmental protection
9. Development of international environmental law
10. Sustainable development
11. Environmental protection policy and environmental law in the European Union
12. Urban environment
13. Smart cities
14. Environmental permit
15. Cross-border traffic and trade in protected species

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Analyze basic terms and environmental protection institutes.
2. Judge the applicability of general environmental principles to the environmental protection system.
3. Evaluate the position of environmental law in relation to other branches of law.
4. Judge the relationship between environmental components and their burdens.
5. Determine the applicability of legal norms of environmental law on practical examples.
6. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Land registry law

**Course contents**

1. Introduction to land registry law.
2. Publication of real rights on real estate.
3. Concept of land registers. Characteristics of land registers.
4. Composition of the land register.
5. Principles of land registry law.
6. Concept and subject of registration in the land register.
7. Presumptions of registration in the land register.
8. Types of entries in land registers.
9. Legal effects of registration in the land register.
10. Priority order of enrollment.
11. Protection of book rights.
12. Land registry procedure
13. Special land registry procedures

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Compare the principles of land registry law.
2. To judge the fulfillment of the legal assumptions for the implementation of a certain type of entry in the land register.
3. Solve hypothetical and practical simpler tasks in the field of land registry law.
4. Assess the legal effects of registration in the land register.
5. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Military and police administrative law

**Course contents**

1. Introductory lecture
2. Basic principles in the performance of state administration/police duties
3. Civil conditions and citizenship
4. State border, foreigners and asylum
5. General security of persons and property
6. Types of internal affairs with regard to the methods and forms of action of the bodies of internal affairs
7. Public assembly
8. Defense and implementation of the defense function in the Republic of Croatia
9. Use and use of the Armed Forces of the Republic of Croatia
10. Management, leadership and command in the armed forces
11. Obligations of local and regional self-government units and legal entities, as well as duties and rights of citizens in the field of defense
12. Service in the armed forces of the Republic of Croatia

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Evaluate the defense policy of the Republic of Croatia.
2. Review the types of internal affairs with regard to the methods and forms of action of the internal affairs bodies.
3. Valorize the way the competent internal affairs services act in relation to the control of the state border, as well as foreigners and asylum.
4. Interpret the competences of special police services in relation to public gatherings.
5. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Public procurement

**Course contents**

1. Introductory lecture
2. General provisions
3. General rules
4. Public procurement procedures for public and sector clients
5. Techniques and instruments for electronic and collective procurement
6. Implementation of the procedure
7. Special public procurement regimes
8. Implementation of the procedure
9. Legal protection
10. Procurement documentation and offer in public procurement procedures

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Present the terms and principles of public procurement
2. Assess the need to apply the Law on Public Procurement
3. Prepare procurement documentation
4. Recommend criteria for qualitative selection of economic entity
5. Create documentation, records and decisions in the public procurement process
6. Support the decisions made in proceedings before the State Commission for Public Procurement Control
7. Develop written and oral competence through the application of acquired knowledge
8. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Basics of labor and social law

**Course contents**

**I. LABOR LAW**

- 1) Basic concepts of labor law
- 2) Labor law in the legal system
- 3) Sources of labor law
- 4) Employment relationship: theoretical foundations
- 5) Establishing an employment relationship
- 6) Disciplinary law
- 7) Material responsibility in the employment relationship
- 8) Termination of employment

**II. SOCIAL LAW**

- 1) Basic terms
- 2) Social insurance
- 3) Social protection
- 4) Sick leave
- 5) Voluntary health insurance
- 6) Mandatory health insurance

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Determine legal sources and basic principles of labor law.
2. To review the basic institutes and concepts of labor and social law.
3. Critically judge the obligations arising from the employment relationship.
4. Analyze cases from court practice in the field of labor law.
5. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Archive science

**Course contents**

1. Introductory lecture
2. Professional archival terminology
3. Development of archives and modern archive services in the Republic of Croatia and the Vukovar-Srijem County
4. Development of the archive concept
5. Types and organization of materials in the archives
6. Activity of the archive
7. Documentary and archival material
8. Reasons for keeping archival material
9. Basic principles of preservation and protection of documentary and archival material by archives
10. Management of documentary material outside the archive
11. Archives and public administration
12. Digitization of documentary and archival material

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Independently formulate the basic principles of archival science and the archival profession.
2. Evaluate the significance and role of archives and archival and documentary material in the context of administrative-territorial, socio-economic, digital and informational development of modern society, i.e. in the context of the organization and development of public administration.
3. Connect acquired knowledge from archival theory and practice with knowledge and skills acquired from other courses.
4. Independently manage the process of keeping, storing, protecting, evaluating, selecting and extracting and handing over archival and documentary material outside the Archives.
5. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

The taxation procedure and institutions

**Course contents**

1. The concept of tax and tax terminology. General tax law. Indirect and direct taxes.
2. Tax system of the Republic of Croatia. Mandatory contributions in the Republic of Croatia.
3. Taxation of turnover of goods and services. Value added tax - taxpayers, location and
4. Subject of taxation, tax base, tax rate, tax exemptions, period i
5. Taxation procedure. Records for VAT.
6. Special taxes - excise duties. Real estate transfer tax.
7. Income taxation, Part I. Income tax - taxpayers, basis, rates.
8. Income from independent work. Income from self-employment - receipts and expenses.
9. Income taxation, part II. Income from property and property rights. Income from capital.
10. Determination of other income. Personal deduction or non-taxable part of income. Annual tax return
11. Introduction to profit taxation. Tax collector. Tax base. Tax rate. Calculation and payment of income tax. Tax loss.
12. Financing of local self-government units
13. Revenues of the municipality. Municipal/city taxes. Tax collector. Tax base. Tax rate. Calculation and payment of taxes. Tax exemptions. Tax liability.
14. Revenues of the county. County taxes. Tax collector. Tax base. Tax rate. Calculation and payment of taxes. Tax exemptions. Tax liability.
15. Tax consultancy. Tax administration. State audit. Commercial auditing.

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Analyze the basic concepts and institutes of the tax system.
2. Assess the applicability of general principles of tax law to the system of financing public needs of the state and local and regional self-government units.
3. Evaluate and connect phenomena related to the collection of individual tax forms in the Republic of Croatia.
4. Judge the relationship between individual basic institutes of tax law.
5. Determine the role of tax and enforcement procedures in tax law.
6. Analyze the importance of the tax system in modern countries.
7. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Communal administrative law

**Course contents**

1. Introductory lecture, Historical development of communal activities;
2. Communal activities as public services, European regulation in the performance of communal activities
3. Legal regulation of communal activities (general and special laws and their relationship)
4. Defining communal activities; Types of communal activities
5. More about certain types of communal activities (ensures the maintenance of communal infrastructure);
6. More about certain types of communal services (utility services);
7. Organizational forms of performing communal activities (commercial companies, public institutions);
8. Organizational forms of performing communal activities (service - own plant, concession contracts, contracts and performing communal activities);
9. Specificities of administrative acts in communal activities;
10. Normative authorizations of entities (general conditions of service delivery);
11. Normative powers of local self-government units
12. Rights and obligations of communal wardens;
13. Communal infrastructure (definition, specific legal status, construction and maintenance program)
14. Financing the construction and maintenance of communal infrastructure (communal contribution, communal fee, local self-government unit budget);
15. Supervision over the implementation of the law, the jurisdiction of the counties in the performance of communal activities

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Connect the principles of communal economy with the basic principles of the Croatian and European legal systems.
2. To judge which of the offered legal solutions is the most suitable for the solution of a certain legal problem in municipal administrative law.
3. To recommend the organizational form of performing communal activities.
4. To evaluate the role of communal wardens in the implementation of communal order.
5. Compile drafts of individual and general legal acts.
6. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Professional training III

**Course contents**

The task of professional practice is for students to apply the knowledge acquired during their studies in a specific administrative body (state, county, city or municipality) as well as in public companies and public institutions, and to acquire additional knowledge and skills by working on specific problems in the same bodies. The student internship will also enable the students to: The preparation of the professional internship is carried out by the student before the start of the internship according to a special assignment. Preparations are made in cooperation with the teacher, the necessary data are recorded in a certain administrative body, public company or public institution, a professional practice plan is drawn up, an assignment is made, given data is processed, and a review of the achieved results is given.

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Review the knowledge acquired from general and professional study subjects in your practical work.
2. Evaluate the structure, hierarchy and basic business processes in the body in which he practices.
3. Support the application of acquired business communication skills.
4. Demonstrate collegiality and responsibility during cooperation in team and individual work.
5. Write a Journal of professional practice.

**Course name**

Entrepreneurship and management in public administration

**Course contents**

1. Introductory lecture
2. Theoretical concepts of entrepreneurship
3. Conceptual consideration of entrepreneurs and entrepreneurship
4. Forms and types of entrepreneurship
5. Economic and non-economic activities
6. Material and non-material service activities
7. Entrepreneurship in the public sector
8. Entrepreneurial - managerial functions in small companies
9. The role and meaning of the business plan
10. Structure and technology of creating a business plan
11. Functions of modern management
12. Creative methods in business management
13. Managerial methods of managing work processes
14. Entrepreneurial management of the company
15. From an entrepreneurial idea to the establishment of a company or trade

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Judge entrepreneurship as a scientific and social phenomenon.
2. Assess entrepreneurial and managerial functions.
3. Critically judge the importance of an entrepreneurial way of thinking for personal development.
4. Analyze entrepreneurial strategies and tactics.
5. Present management, leadership and management in entrepreneurial companies.
6. Interpret knowledge with the purpose of creating a project assignment.
7. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Financing communal economy

**Course contents**

1. Introductory lecture
2. Introduction to the activities of the communal economy
3. Problems of communal economy
4. Performing communal activities
5. Principles of communal economy
6. Construction and maintenance of communal infrastructure
7. Maintenance of communal infrastructure
8. Payment of communal contribution and communal fee
9. Maintenance of communal order
10. Utility service provider
11. Organizational forms of performing communal activities
12. Concessions
13. Contract on the performance of communal activities
14. Financing of utility services
15. Utility contribution

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Analyze the basic terms and institutes of communal management.
2. Judge the applicability of general environmental principles to the functioning system of communal management.
3. Assess which contractual relationships are key to the functioning of communal management.
4. Judge the relationship between the components of communal management and their burden on the environment.
5. Determine the applicability of legal norms of financial law on practical examples of communal management.
6. Demonstrate collegiality and responsibility during cooperation in team and individual work.

**Course name**

Project management

**Course contents**

1. Research methodology
2. Methodology of project preparation and writing
3. Project management
4. Logical matrix project
5. Time management
6. Communications management
7. Human resource management
8. Management of material resources
9. Financial management
10. Quality control and management
11. Project evaluation
12. Closing the project

**Learning outcomes**

After successfully completing the course, students will be able to:

1. Prepare a survey of social and market needs.
2. Write a project with all necessary components and necessary project documentation.
3. Implement the integration of all project resources and project management.
4. Determine the models and processes of project evaluation and describe the elements of sustainability and long-term effects of the project.
5. Demonstrate collegiality and responsibility during cooperation in team and individual work